### **North Carolina State Board of CPA Examiners**

1101 Oberlin Road Suite 104 • PO Box 12827 • Raleigh NC 27605 Phone: (919) 733-4224 • Fax: (919) 733-4209 • Web: www.nccpaboard.gov

### COMPUTER-BASED UNIFORM CPA EXAMINATION APPLICATION INSTRUCTIONS

- A. All applicants who have previously sat for the computer-based Uniform CPA Examination must complete this re-exam application to reapply to sit for the computer-based Uniform CPA Examination. Re-applying for an Exam section before receiving your score notice for that same Exam section will result in the forfeiture of all administrative fees upon notification of a passing score.
- B. Complete the attached application in blue or black ink only. Please type or legibly print all responses. All questions must be answered for the application to be considered complete. Incomplete applications will not be considered and will be returned to the applicant.
- C. When completing Question 2, your name must **exactly** match the name on the photo id you will use for admittance to the Prometric Testing Center. If your name has changed (marriage, divorce, etc.) since you completed the initial application for the computer-based Uniform CPA Examination, please provide a photocopy of the official document which authorizes the name change.
- D. The Board's preferred method of contacting applicants is e-mail (Question 5). If you do not have an e-mail address, you must provide the Board with at least one other form of contact, such as a mailing address or fax number.
- E. Applicants for the computer-based Uniform CPA Examination are not required to sit for all four sections in one sitting nor are applicants required to sit for all unpassed sections in one sitting; you may chose to sit for one, two, three, or four sections (Question 6). When your application to sit for the computer-based Uniform CPA Examination is approved, you will receive a Notice to Schedule (NTS) from the Board. The NTS is valid for six months from the date of issue and you must schedule and sit for the exam section(s) you indicated on your application. Please note that exam fees are **non-refundable** and may not be used towards a future application to sit for the computer-based Uniform CPA Examination.
- F. All attachments in the Pertinent Data section (Question 7) must accompany the application when it is submitted to the Board. Applications that do not include the necessary attachments when submitted will be deemed incomplete and will be returned to the applicant.
- G. All applicants, regardless of the number of exam sections for which they are sitting, must pay an administrative fee of \$75.00. Other fees for the computer-based Uniform CPA Examination are as follows:

Administrative Fee	\$75.00	\$75.00
Auditing & Attestation (AUDIT)	\$187.00	
Financial Accounting & Reporting (FAR)	\$175.44	
Regulation (REG)	\$152.33	
Business Environments & Concepts (BEC)	\$140.78	
TOTAL FEES TO BE SUBMITTED WITH APPLICATION		

Make checks payable to: State Board of CPA Examiners. Fees may be paid by VISA or MasterCard (use enclosed authorization slip). If a check or credit card does not clear the issuing financial institution, the application will be deemed incomplete and will be returned to the applicant. A \$25.00 processing fee will be charged for any check which does not clear the issuing financial institution.

- H. If you have a disability or handicap and wish to request special accommodations, you must contact the Board to obtain the proper forms to be submitted with your application.
- I. All inquiries regarding your application should be sent by e-mail to **phyllise@nccpaboard.gov.**
- J. Mail your completed application to: Exam Application, NC State Board of CPA Examiners, PO Box 12827, Raleigh, NC 27605-2827.

#### **APPLICATION CHECKLIST**

Please review your application and any attachments for completeness before submitting your application to the Board.

Did you complete the application using blue or black ink?

Did you answer all questions?

Did you enclose the correct fees?

Did you make your check payable to the State Board of CPA Examiners?

Did you sign and date the application?

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# RE-EXAM APPLICATION FOR COMPUTER-BASED UNIFORM CPA EXAMINATION

1.	SOCIAL SECURITY NUMBER       -   -	·				
2.	NAME (MUST EXACTLY MATCH THE NA	AME ON PHOTO ID TO BE US	ED FOR ADMIT	TANCE TO TEST	ING CENTER)	
ш	First	Middle		Last		
	MOTHER'S MAIDEN NAME			Lasi		
3.	HOME ADDRESS AND PHONE NUMBER	₹				
ш				Phone	<u> </u>	
Ш			-	Area Code Fax	<u> </u>	
Ш	City	<u> </u>	Code	Area Code		
4.	BUSINESS ADDRESS AND PHONE NUM					
ш				Phone	<u> </u>	
	Name of Firm/Company/C	Drganization	1 1 1 1 1	Area Code		
				Fax	<del></del>	
ш	City	State Zip (	- L L L L L L L L L L L L L L L L L L L			
Ш	E-Mail Addres					
5.	PREFERRED METHOD OF CONTACT (C					
J.	Home E-mail	Home Fax		Home Address		
	Business E-mail	Business Fax	<u> </u>	Business Address		
_	OF LEGT OF STICKYON TO BE TAKEN.					
6.	SELECT SECTION(S) TO BE TAKEN:	A dist	- 0 A444-4: (ALID)	IT)		
	Business Environment & Concepts (BEC) Regulation (REG)		g & Attestation (AUD) al Accounting & Rep	·		
	A. Since your last exam application, have you been conlocontendere to any criminal offense, excluding non B. Since your last exam application, have you had an federal agency? If yes, please attach detailed explana	n-criminal traffic infractions? If yes, please a application for a license denied or any li	attach copy of court	record(s).	Y	
8.	POLICY ON CHEATING  Any individual found to have engaged in conduct which subverts, or attempts to subvert, the Uniform CPA Examination process may, at the discretion of the North Carolina State Board of CPA Examiners, have his or her scores on the examination withheld and/or declared invalid, be disqualified from holding the CPA certification and may be subject to the imposition of other appropriate sanctions. Conduct which subverts or attempts to subvert the Uniform CPA Examination process includes, but is not limited to: (1) conduct which violates the standard of the test administration, such as communicating with any other examinee during the administration of the examination; copying answers from another examinee or permitting one's answers to be copied by another examinee during the administration of the examination; having in one's possession, during the administration of the examination, any books, notes, written or printed material, or data of any other kind, other than the distributed examination materials; and failure to cooperate with testing officials, and (2) conduct which violates the credentialing process, such as falsifying or misrepresenting educational credentials or other information required for admission to the examination; impersonating an examinee; or having an impersonator take the examination on another's behalf.					
9.	AFFIDAVIT OF APPLICANT					
	I have read North Carolina General Statute (NCGS) 93 and Title 21 North Carolina Administrative Code, Subchapter 8F (21 NCAC 8F) and do understand the State la and the rules of the Board applicable to the Uniform CPA Examination. Except as stated in a letter attached to this application, I meet all of the requirements to apply this examination. This completed application and all required attachments have been shown to and read by all persons who are attesting to my eligibility to take the examination. I declare under the penalties of perjury that the information and statements made in this application are, to the best of my knowledge, true, correct, a complete. I understand that the contents of this application, including all attachments, as well as any disciplinary action or Consent Order, regarding me may be subjet to the North Carolina Public Records Act. I understand by applying to sit for this examination I am waiving any claim of confidentiality or privacy regarding disclosure such public records.					
	I understand that the examination is the property of the any other unauthorized materials from the examination questions or content of the Uniform CPA Examination disqualification from future examinations, and possible against the North Carolina State Board of CPA Examinations.	n room. I agree to keep confidential and w as a result of taking the examination. I u civil and criminal penalties. Furthermore	rill not disclose in any understand that failur e, I agree that in the	manner whatsoever a e to comply may resul	ny information concerning the t in invalidation of my grades,	
	I have read this application and do understand it and instructions pertaining to the Administration of the Ur Carolina State Board of CPA Examiners to make such	niform CPA Examination, including the p	oolicy on cheating, w	hich is printed above.	I further authorize the North	
	Printed Name:	Signatu	re:		_	

# NORTH CAROLINA STATE BOARD OF CERTIFIED PUBLIC ACCOUNTANT EXAMINERS

VISA	MASTERCARD	AMOUNT	\$						
ACCOUNT NUMBER		EXP. DATE							
NAME AS IT APPEARS ON CARD									
SIGNATURE		DATE							
CREDIT CARD	CANNOT BE PROCESSED UNLE	ESS ALL FIELDS ABOVE AI	RE COMPLETE.						
PURSUANT TO NCGS 93-12(7), IN NO CASE SHALL THE EXAMINATION FEE BE REFUNDED, UNLESS IN THE DISCRETION OF THE BOARD, THE APPLICANT SHALL BE DEEMED INELIGIBLE FOR EXAMINATION.									
FOR BOARD USE	AUTHORIZ	ZATION NUMBER							